



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

| | |
|--------------------------|------------------------------|
| Class Title | Equipment Mechanic II |
| Class Code Number | 5220 |

General Statement of Duties

Performs minor and major repairs of gasoline and diesel powered vehicles and heavy and light construction equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform minor and major repairs of gasoline and diesel powered vehicles and heavy and light construction equipment. The work is performed under the supervision and direction of the Equipment Maintenance Superintendent, but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Equipment Mechanic I by required additional certifications. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a maintenance shop environment.

Examples of Essential Work (Illustrative Only)

- Performs a variety of preventive maintenance on City emergency vehicles and equipment to ensure safe and efficient operation, including inspecting and servicing vehicles and equipment as scheduled;
- Uses welding equipment to make repairs and/or fabricate parts for vehicles and equipment;
- Replaces or repairs faulty parts including wheel bearings, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment;
- Repairs, adjusts, and replaces brake systems, including master cylinder, pads, turn rotors, wheel cylinders, and brake hoses;

- Diagnoses and repairs ignition systems and power steering, including replacing and installing steering boxes and rebuilding parts and equipment as necessary;
- Diagnoses and repairs cooling systems, including replacing radiators, water pumps, heater and radiator hoses, thermostats, and fan belts;
- Performs other related duties as required, including dumping trash cans in addition to cleaning shop floors and restrooms;
- Operates a variety of related hand, power, and shop tools and equipment;
- Installs public safety equipment on City Police vehicles when assigned, including computerized lighting systems, radios, insignias, and antennas;
- Maintains complete and accurate records and reports of all completed work;
- Coordinates maintenance work with other divisions or departments, including setting priorities and scheduling maintenance work;
- Performs a variety of customer service functions, including answering telephones, greeting customers, writing repair orders, and other related duties;
- Performs additional duties as assigned in the absence of the Equipment Maintenance Superintendent;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of the methods, techniques, parts, tools, and materials used in the maintenance and repair of gas and diesel vehicles and equipment;
- Thorough knowledge of the operation and maintenance of related hand and power tools and other related equipment;
- Thorough knowledge of related safety regulations and work methods;
- Thorough knowledge of the proper use of computerized diagnostic equipment;
- Thorough knowledge of basic welding techniques and safety practices;
- Ability to effectively repair gas and diesel vehicles and equipment;
- Ability to effectively operate and interpret results of computerized diagnostic equipment;
- Ability to troubleshoot vehicles and equipment, and make necessary repairs as required;
- Ability to provide technical assistance to others as requested;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Considerable (four to six years) experience in maintenance and repair of gas and diesel equipment.

Required Special Qualifications

- Valid Class C California State Driver's License;
- Valid California Brake and Lamp Licenses, and successful completion of the National Institute for Automotive Excellence (NIASE) examinations for A6- Electrical/Electronic Systems, and A8- Engine Performance.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate related hand and power tools, computerized diagnostic equipment, and other related maintenance and repair equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently access vehicles and equipment.